

MICHELLE VAN GARDOSE, LPT

VIRTUAL ASSISTANT

Brgy. Buray, Oton, Iloilo, Philippines | mvgardose@gmail.com



SUMMARY

Versatile Virtual Assistant with a track record of supporting business operations, managing digital campaigns, and helping brands stay organized and competitive in fast-paced remote environments. Backed by 5 years of operational experience at Crestmont Advisory, plus hands-on expertise in Meta ad launching and social media management through Upwork, I thrive in roles that require initiative, precision, and the ability to turn tasks into measurable results.

PROFESSIONAL EXPERIENCE

Associate Virtual Assistant (Part-time)

2021 - 2026

Crestmont Advisory / Drexel Morgan Advisors

- Support financial and operational advisory engagements by conducting research, analyzing data, and assisting in the development of client solutions
- Coordinated schedules, meetings, and follow-ups between teams and clients to ensure smooth acquisition.
- Managed and maintained confidential records, databases, and operational documents with a high level of accuracy and discretion.
- Collaborate with cross-functional teams to deliver insights, prepare reports, and ensure efficient execution of acquisitions

Social Media Manager / Meta Ads Launcher

2021 - 2026

Upwork

- Assisted in launching and managing social media ad campaigns for sales initiatives
- Monitored campaign performance and supported weekly reporting on cost per lead and lead quality
- Reviewed landing pages for alignment with ad campaigns and optimized user flow
- Flagged campaign inconsistencies and proactively communicated recommendations for optimization

Administrative Aide III / Road Right-Of-Way Focal Person

2019 - 2021

Department of Public Works and Highways - Iloilo City District Engineering Office

- Ensures that infrastructure projects can proceed without legal or property-related delays
- Facilitate acquisition through purchase, donation, or expropriation
- Process compensation claims for owners and ensure timely release of payments and proper documentation
- Conduct site inspections and validation of affected structures
- Address issues such as refusal of property owners, boundary disputes and incomplete documentation

EDUCATION

Certificate in Professional Teaching

2024-2025

Iqra Development Academy

Bachelor of Science in Business Administration Major in Management

2012-2016

St. Paul University Iloilo

ONLINE TRAININGS AND CERTIFICATION

General Virtual Assistance Training

2026

ProVA Ph (www.prova.ph)

Intermediate Course Training

2026

VA Bar Academy

Intuit Bookkeeping Certification

2026

QuickBooks Intuit Academy (<https://quickbooks.intuit.com>)

SKILLS AND EXPERTISE

Social Media Management
Bookkeeping

Legal Assistant
Data Entry and Admin Support

CHARACTER REFERENCE

MARC MCCORMICK, MBA

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